

**MEMORANDUM OF UNDERSTANDING #18**  
**between the**  
**FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT**  
**and**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**  
**AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)**

**Adult Education Project Lead Job Description**  
**March 5, 2025**

This Memorandum of Understanding (“MOU”) is agreed to between the Folsom Cordova Unified School District (“District”) and the California School Employees Association (CSEA), and its American River Chapter No. 528. Collectively, the District and CSEA will be referred to as “the Parties.” The District and CSEA are parties to a collective bargaining agreement (“CBA”) which expires June 30, 2026.

The Parties have negotiated all matters within the scope of representation and reached agreement on the Adult Education Project Lead new job description (Attachment A).

**Rationale**

Adult Education has identified the need for an Adult Education Project Lead to facilitate the implementation of grant programs and funding while monitoring and maintaining compliance.

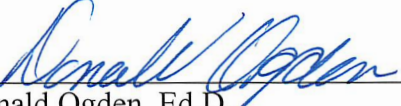
**Salary Placement**

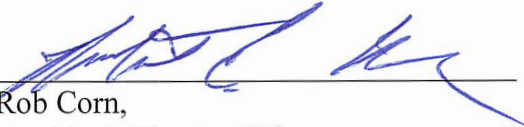
The Adult Education Project lead will be placed on Range 25 of the Classified Comprehensive Salary Schedule (Attachment B).

**Fiscal Impact**


There is no fiscal impact to the General Fund. This position is funded by the Workforce Navigator Grant through the Sacramento Employment and Training Agency (SETA).

This job description shall be effective upon ratification by the Board of this MOU.

By:   
Donald Ogden, Ed.D.,  
Associate Superintendent, HR

By:   
Rob Corn,  
President, Chapter 528

Date: 3-5-25

By:   
Joel Rogers,  
Labor Relations Representative, Chapter 528

Date: 03.05.2025

Board Approved: 04/10/2025

CSEA Ratified: 03/26/2025

**NEW/UPDATED 02/10/2024**  
**ADULT EDUCATION PROJECT LEAD**

**DEFINITION:**

Under the direction of the Adult Education administrator, to perform the duties necessary to successfully implement the activities of the Adult Education Grant Funded Programs. The Project Lead helps bridge the gap between English language acquisition, and obtaining employment for Refugees, Asylees, and individuals with Special Immigrant Visas (SIV), ensuring they receive comprehensive support as they transition into the workforce.

**QUALIFICATIONS:**

Must meet characteristics required by project narrative.

Education: High School Diploma or equivalent.

Experience: Two (2) years advanced education training and/or related experience involving facilitating grants, working with a diverse population, frequent public contact and record keeping. At least one (1) year as a Special Projected Coordinator with FCUSD is preferred.

**DISTINGUISHING CHARACTERISTICS:**

The Adult Education Project lead is a senior technical position, which requires the ability to develop relationships with local employers, research employment opportunities, track and maintain client personal data and record keeping management, analyze program effectiveness, and provide support to academic and administrative programs and services. The Project Lead must possess prior experience or skills in employment related services, knowledge and adherence with grant funding requirements. Advancement into the Project Lead, requires effective organization and planning skills, strong communication and be able to build and maintain relationships with employers, service agencies and clients. Provides decisional support to a range of programs and services for learning, professional growth and development of clients. Lead will demonstrate success in working with a wide range of stakeholders. One (1) year of experience as a Special Project Coordinator with FCUSD could be the first step in advancing to the Adult Education Project Lead.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of administrative staff:

- Facilitate the implementation of grant programs and funding while monitoring and maintaining compliance.
- Collaborate with administration to execute project parameters as required by specific grant and/or funding sources.
- Understands the funding source outcomes and project activities.
- Analyzes activities into component tasks and devises a task schedule for timely completion.
- Determines in advance the documentation of services rendered that will be required for evaluation of project outcomes and follows a collection system to ensure project goals are met.
- Prepare and maintain a variety of records and files related to assigned activities and participants; prepare and submit a variety of reports.
- Acts as liaison with state, federal and local regulatory agencies involved with the project. Keeps informed of new laws and regulations.
- Establish and maintain a cooperative relationship between the students/clients and the employers, job centers, and service agencies.

- Identifies and resolves program implementation obstacles.
- Coordinates purchases and expenditures and monitors balances for timely and appropriate use of funds.
- Evaluate client/student needs and challenges, developing personalized paths to regional resources.
- Participate in outreach with community agencies; provide referrals to clients for childcare, transportation, personal counseling, continuing education, skills training and/or other services.
- May develop and coordinate employment activities; initiate contact with local employers to promote employment activities; serve as a liaison with public and private employers to develop employment opportunities for participants.
- May recruit clients and employers; assist and coach individual clients with skills needed for successful employment; provide classroom employability and job retention skills training to participants; interview and administer assessment tests; determine eligibility for various programs.
- May match client qualifications to available employers; coach, arrange and schedule interviews for clients; assist clients with completing applications and employment forms; assist with the preparation of resumes and cover letters as needed.
- May make decisions and maintain project parameters without immediate intervention of the administrator, including short- and long-term planning.
- Attend grant meetings with service providers.

**KNOWLEDGE:**

- State, federal, and local regulations and laws relating to the project.

**ABILITIES AND SKILLS:**

- Understand and follow oral and written directives; maintain cooperative relationships with those contacted in the course of work.
- Fluent in English. Bilingual preferred.

**PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.

- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.

Pending Board Approval



FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT CLASSIFIED COMPREHENSIVE  
EMPLOYEE SALARY SCHEDULE KEY 2024-2025

<u>SPECIALISTS</u>			
Occupational Therapist	45	Bilingual/ESL Instructional Assistant	02
Physical Therapist	45	Elementary Paraeducator, (TK) (K-5)	01
Equity Leader II	43	Instructional Assistant Opportunity Class	01
Mental Health Specialist II	42	Special Education Instructional Assistant	01
Student Data Analyst	41	Instructional Assistant Adolescent Parent Program	01
Behavior Specialist	38	Instructional Assistant – Preschool	01
Community Schools Facilitator II	38	<u>ADMINISTRATIVE SERIES</u>	
Mental Health Specialist I	38	Administrative Assistant III	12
Registered Nurse	38	Administrative Assistant (Comprehensive HS/Middle School)	12
School Social Worker I	38	Administrative Assistant II	11
Database Administrator	35	Administrative Assistant, Alternative Ed	11
Network Administrator	35	Administrative Assistant, Fiscal Services	11
Network Engineer	35	Administrative Assistant, Elementary School	10
Applications Specialist – PowerSchool	33	Administrative Assistant I	08
Applications Specialist	33	<u>ACCOUNTING SERIES</u>	
Theater Production Specialist II	32	Lead Financial Accountant	33
Systems Administrator	33	Facilities Accountant	28
Community Schools Facilitator	29	Financial Accountant	28
Mental Health Specialist Associate	29	Lead Budget Technician	25
School Social Worker Associate	29	Payroll Accountant	18
Data Administrator & CALPADS Specialist	28	Budget Technician	17
Fiscal Data Analyst	28	Categorical Administrative Technician	14
ETIS Support Specialist II	27	Central ASB Technician	14
Lead Printer II	27	Adult Education Account Technician	13
Certified Occupational Therapist Assistant (COTA)	26	Categorical Account Technician II	12
Equity Leader I	26	Lead Account Clerk II	12
<b>Adult Education Project Lead</b>	<b>25</b>	Facilities Account Technician	11
Facilities Planner	25	Categorical Account Technician I	10
Lead Buyer	25	Student Body Account Technician	09
Risk Management Specialist	24	Account Clerk II	08
Centralized Tech Support Specialist	24	Account Clerk I	06
Child Welfare & Attendance Specialist	24	<u>COORDINATORS</u>	
Classified Assistive Technology Specialist	24	Bilingual Special Project Coordinator-Spanish	15
Communications Specialist	24	Special Project Coordinator	15
Bilingual/Community Safety Specialist	24	Parent Coordinator	01
ETIS Support Specialist I	24	<u>CLERICAL SERIES</u>	
Technology Equipment Repair Technician	24	Academic and Career Advisor – Adult Education	09
Workers' Compensation and Unemployment Analyst	23	Registrar (Comprehensive HS)	09
Benefits Analyst	22	Athletic Clerk	08
Personnel Analyst	22	College and Career Clerk	07
Speech Language Pathologist Assistant	22	Registrar (Alternative Education)	07
Theater Production Specialist	22	Middle School Registrar	07
Employee Benefits Specialist	17	Medi-Cal SMAA/LEA Clerk	05
Lead Printer	17	Clerk Typist III	04
Personnel Technician	17	Clerk Typist III, District Receptionist	04
Buyer	15	Personnel Clerk II	04
Due Process Technician	15	Health Assistant	04
Help Desk Technician	15	Elementary School Library Media Clerk	03
Help Desk Technician-Testing and Assessment	15	School Clerk, Elementary/Secondary	03
Licensed Vocational Nurse	15	Clerk Typist II / I	02
Education Services Student Liaison	15		
Special Education Applications Specialist	15	<u>FOOD SERVICE SERIES</u>	
Instructional Materials Technician	13	Food Service Office Technician	15
Restorative Specialist	12	Food Service Technician	14
Translator / Interpreter (Spanish)	12	Food Service Clerk	11
Attendance Technician	11	Food Service Worker II	06
Facilities Use Technician	11	Food Service Worker I	03
Research Assistant II, Testing and Assessment	11		
High School Library Media Assistant	10	<u>MAINTENANCE &amp; OPERATIONS SERIES</u>	
Purchasing Specialist	10	Carpenter/Hardware Technician	18
Printer II	09	Equipment Repair Technician	18
Categorical Program Assistant	08	Fire Intrusion Detection Technician	18
Middle School Library Media Assistant	08	Grounds Maintenance Technician	18
Research Assistant I	07	Head Custodian III	18
Expanded Learning Team Associate	07	Maintenance Electronics Technician/Electrician	18
Preschool Associate Teacher	03	Maintenance HVAC	18
Lead Campus Monitor	03	Maintenance Mechanic II	18
Campus Monitor	01	Maintenance Painter	18
Expanded Learning Assistant	01	Plumber/Welder	18
<u>INSTRUCTIONAL ASSISTANTS</u>		Head Custodian/Trainer	16
CTE Adult Education/Welding	25	Maintenance Mechanic I	13
Lead Behavior Support Assistant	09	Warehouse Person/Maintenance Mechanic I	13
Behavior Support Assistant – General Education	07	Head Custodian II	12
Behavior Support Assistant – Severely Handicapped	07	Head Custodian I	10
Mental Health Instructional Assistant	07	Building & Grounds Utility Worker	08
Transition Assistant II	07	Lead Night Custodian	08
Instructional Assistant Brailist	04	Delivery Driver (IMC)	07
Para Educator Mod/Severe	04	Grounds Worker	07
Transition Assistant I	04	Custodian	04
Computer Instructional Assistant	03		
Elementary Intervention Program Assistant, (K-3) (4-6)	03		
Instructional Assistant-Related Services	03		
Instructional Signing Assistant DOH	03		

Board Approved 03/09/2023; 03/23/2023; 04/20/2023; 5/18/2023; 08/10/2023; 10/05/2023; 10/19/2023; 01/18/2024; 06/06/2024; 06/20/2024; 02/13/2025; Pending Board Approval

02/06/2025

R.A. Revisions

02/10/2025

R.B. Revisions

Folsom Cordova Unified School District

Position Classification: Classified

**NEW/UPDATED 11/20/2024**

**ADULT EDUCATION PROJECT LEAD/SPECIAL PROJECT COORDINATOR**

**DEFINITION:**

~~Under the direction supervision of the Adult Education administrator -administrative staff, to perform the duties necessary to successfully implement the activities of the Adult Education English Language Learner (ELL) Workforce Navigator Grant Funded Programs a specially-funded project. The Project Lead helps bridge the gap between English language acquisition, and obtaining employment for Refugees, Asylees, and individuals with Special Immigrant Visas (SIV), ensuring they receive comprehensive support as they transition into the workforce. The Special Adult Education Project Lead Coordinator, plays a key role in supporting newly arrived refugees in becoming self-sufficient through English Language Education and Employment opportunities.~~

**QUALIFICATIONS:**

Must meet characteristics required by project narrative.

~~Education: High School Diploma or equivalent; and two (2) years advanced education training and/or related experience involving facilitating grants, working with a diverse population, frequent public contact and record keeping. At least one (1) year as a Special Projected Coordinator with FCUSD is preferred. Four (4) year degree in the following field(s)~~

~~Experience: Two (2) year of experience wWorking with diverse populations. Experience in job search and employment related services to adult students facing barriers to employment.~~

~~License: Valid CA DMV Driver's License~~

~~Experience and Education: Completion of twelfth grade or equivalent; five years of experience as a project manager or senior level administrative assistant, preferably with two years in educational environment. A maximum of four years education may be substituted for experience on a basis of two years education for one year of experience. Must have prior experience in leadership roles.~~

**DISTINGUISHING CHARACTERISTICS:**

~~The Adult Education Project lead is a senior technical position, that requires that is part of a career for the ability to develop relationships with local employers, research employment opportunities, track and maintain client personal data and record keeping management, analyze program effectiveness, and provide event support to academic and administrative programs and services. The Project Lead Incumbent helps bridge the gap between English language education and practical employment for rRefugees, Asylees, and individuals with Special Immigrant Visas (SIVA), ensuring they receive comprehensive support as they transition into the workforce.~~

~~Incumbent The Project Lead must possess prior experience or skills in career technical education, employment related services, knowledges and adherence with to grant funding requirements. Advancement into the Project Lead, requires effective organization and planning skills, strong communication and be able to build and maintain relationships with employers, service agencies and clients. Provides decisional support to a range of programs and services for learning, professional growth and development of clients. Lead will demonstrate success in working with a wide range of stakeholders. successfully managing complex projects with definable outcomes and other characteristics as required by the specific grant and/or funding source. This position is supplementary to the regular District staffing and is funded through grant or categorical funds. One (1) year of experience as a Special Project Coordinator with FCUSD could be the first step in advancing to the Adult Education Project Lead.~~

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**NEW/UPDATED 11/20/2024****ADULT EDUCATION PROJECT LEAD/SPECIAL PROJECT COORDINATOR**

Under the direction of administrative staff:

- Facilitate the implementation of grant programs and funding while monitoring and maintaining compliance.
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- Analyzes activities into component tasks and devises a task schedule for timely completion.
- Determines in advance the documentation of services rendered that will be required for evaluation of project outcomes and follows designs a collection system to ensure project goals are met.
- Prepare and maintain a variety of records and files related to assigned activities and participants; prepare and submit a variety of reports.
- Acts as liaison with state, federal and local regulatory agencies involved with the project. Keeps informed of new laws and regulations.
- Establish and maintain a cooperative relationship between the students/clients and the employers, job centers, and service agencies.
- Identifies and resolves program implementation obstacles.
- Coordinates purchases and expenditures and monitors balances for timely and appropriate use of funds.
- Evaluate client/student needs and challenges, developing personalized paths to regional resources.
- Participate in outreach with community agencies; provide referrals to clients for child care, transportation, personal counseling, continuing education, skills training and/or other services.
- May develop and coordinate employment activities; initiate contact with local employers to promote employment activities; serve as a liaison with public and private employers to develop employment opportunities for participants.
- May recruit clients and employers; assist and coach individual clients with skills needed for successful employment; provide classroom employability and job retention skills training to participants; interview and administer assessment tests; determine eligibility for various programs.
- May match client qualifications to available employers; coach, arrange and schedule interviews for clients; assist clients with completing applications and employment forms; assist with the preparation of resumes and cover letters as needed.
- May make decisions and maintain project parameters without immediate intervention of the administrator, including short and long term planning.
- Attend grant meetings with service providers.

**KNOWLEDGE:**

- State, federal, and local regulations and laws relating to the project.

**ABILITIES AND SKILLS:**

- Understand and follow oral and written directives; maintain cooperative relationships with those contacted in the course of work;
- be fluent in English. Bilingual preferred. as required by the project.

**PHYSICAL REQUIREMENTS:**

02/06/2025

R.A. Revisions

02/10/2025

R.B. Revisions

Folsom Cordova Unified School District

Position Classification: Classified

**NEW/UPDATED 11/20/2024**

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  - The noise level in the work environment is usually moderate.
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02/10/2025

R.B. Revisions

Folsom Cordova Unified School District

Position Classification: Classified

**NEW/UPDATED 11/20/2024**

**ADULT EDUCATION PROJECT LEAD**~~**SPECIAL PROJECT COORDINATOR**~~